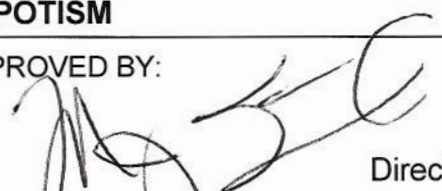




**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT NEPOTISM	POLICY NO. 600.06	EFFECTIVE DATE 09/15/2014	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines regarding the Los Angeles County-Department of Mental Health (LAC-DMH) policy on nepotism.

DEFINITIONS

- 2.1 **Nepotism:** A situation wherein there is a potential for the use of one's position for personal or economic gain for an employee or a close relative.
- 2.2 **Close Relative:** Mother, father, stepmother, stepfather, father-in-law, mother-in-law, brother, sister, husband, wife, child, or stepchild.

POLICY

- 3.1 To ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace.
- 3.2 To avoid the perception of favoritism, discrimination, appearance of impropriety, and conflicts of interest and loyalty.

PROCEDURE

- 4.1 At the time an individual is applying for a position within the LAC-DMH, the individual must identify anyone who is a close relative employed within the LAC-DMH.
- 4.2 If a superior/subordinate relationship exists between close relatives, the Deputy Director, or designee, shall require one of the individuals transfer to a similar item in a different organizational unit of the LAC-DMH.
- 4.3 If, at any time, a situation exists where close relatives are employed within the same organizational unit or are supervised by the same individual, the Deputy



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Director, or designee, may require one of the individuals to transfer to a similar item in a different organizational unit of the LAC-DMH.

4.4 Organizational unit will be determined by responsible authority.

AUTHORITY

LAC-DMH Administrative Directive

RESPONSIBLE PARTY

LAC-DMH Human Resources Bureau